

# Comparisons of Job Characteristics

**Focus Occupation:** Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

**Associated Occupation:** Court Reporters (23-2091)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

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<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 88

**Focus Occupation:** Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)  
**Associated Occupation:** Court Reporters (23-2091)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Clerical	7.3	24.0	20.7	<<	Extensive education and/or training may be required
English Language	11.2	22.1	13.5	<<	Extensive education and/or training may be required
Computers and Electronics	8.4	17.2	12.5	<<	Extensive education and/or training may be required
Law and Government	5.9	14.4	4.2	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	12.5	15.7	>>	Current knowledge level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 83

**Focus Occupation:** Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)  
**Associated Occupation:** Court Reporters (23-2091)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Reading Comprehension	10.7	10.1	12.3	>	Skill level is likely sufficient
Writing	9.2	10.0	12.5	>	Skill level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Abilities

Similarity of Focus Occupation to Associated Occupation: 89

**Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)**  
**Associated Occupation: Court Reporters (23-2091)**

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Oral Comprehension	12.5	14.9	15.0	0	Current ability level may be sufficient
Near Vision	11.1	12.8	12.5	0	Current ability level may be sufficient
Speech Recognition	9.9	12.6	13.3	0	Current ability level may be sufficient
Oral Expression	12.4	12.2	14.1	>	Current ability level is likely sufficient
Written Comprehension	11.0	11.5	13.1	>	Current ability level is likely sufficient
Selective Attention	8.7	11.1	7.8	<<	Extensive improvement in abilities may be required
Written Expression	9.8	10.6	12.2	>	Current ability level is likely sufficient
Information Ordering	9.9	9.1	12.3	>>	Current ability level is likely more than sufficient
Wrist-Finger Speed	3.2	7.5	4.9	<<	Extensive improvement in abilities may be required
Auditory Attention	5.9	6.4	3.3	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 71

**Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)**  
**Associated Occupation: Court Reporters (23-2091)**

Work Activities	Exclusivity of Activity
Transcribe spoken or written information	74
Use computers to enter, access or retrieve data	3
Use desktop publishing software	87
Use oral or written communication techniques	1
Use word processing or desktop publishing software	17

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 85

**Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)**  
**Associated Occupation: Court Reporters (23-2091)**

<b>Tools and Technologies</b>	<b>Exclusivity</b>
Computers	1
Content authoring and editing software	1
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Network applications software	1
Typing machines and accessories	25
Utility and device driver software	17

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.